

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
June 3, 2020
5:00 pm

Commissioners Present

Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Thomas Galt

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. CALL TO ORDER:

Bobby Hale called the meeting to order at 5:01 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Richie Cline motioned to approve the agenda, Shannon Wentworth seconded, and the motion carried 7/0/0.

D. APPROVAL OF MINUTES 5/20/2020:

Richie Cline motioned to approve the 5/20/20 meeting minutes, Christopher Aguirre seconded, and the motion carried 7/0/0.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:

The Director reported that we received 100% construction documents this past Thursday and have received comments back from the environmental director. The project manager and director are currently reviewing and finalizing comments to send back to the architect. The director will be coordinating to complete necessary permit application forms.

- ii. **2019 IHBG Competitive Funding - Infrastructure:**
The director reported that engineering is progressing. The electrical distribution consultant has completed and submitted drawings to PG&E and we will be submitting an \$8,000 advance to PG&E this week for review. The director also reported that they had completed some additional exploration at the ponding basin. A follow up conference call is schedule with the engineers for tomorrow.
- iii. **Low-Income Housing Tax Credits (LIHTC):**
The director reported that we received 50% of the architectural drawings on Monday. The director and project manager will be reviewing and submitting comments back. We are still anticipating the California Tax Credit Allocation Committee's June 17th meeting for award.
- iv. **32886 Road 222, North Fork, CA 93643:**
The director reported that the gas lines have been completed and inspected. Rough electrical is complete and has been inspected. PG&E completed reconnection today for an upgraded 200-amp service. The crew has been installing plywood on the exterior and running vapor barrier for new siding.
- v. **IHBG CARES:**
The director reported that he submitted the abbreviated IHP required for IHBG CARES funding and that it was approved last Friday. The director signed the award agreement and submitted it on Monday. Funds are not yet available in HUD's electronic line of credit system, but are expected soon.
- vi. **ICDBG CARES:**
The director reported that he completed and submitted the ICDBG CARES grant application on Monday. The application requested \$900,000, of which \$720,000 would be available for acquisition of rental housing to respond to COVID-19. The director reported that he also included the \$206,160 allocated from IHBG CARES funding as matching funds. Between the two sources there will be \$926,160 to be used toward the acquisition of 4 units. The director reported that a memorandum of agreement between the Tribe and NFRIHA was approved by both parties via email. An anticipated award date was not specified in the implementation notice.
- vii. **FY 2021 IHBG Estimate**
The director reported that HUD published an estimated formula allocation for the Fiscal Year 2021. We are estimated to receive \$952,480 based on a federal appropriation of 600 million. The final FY 2020 appropriation was \$646 million, so these estimates are subject to change depending on the final federal appropriation. HUD has also provided notice that the FY 2021 Indian Housing Plan is due by July 18th. Staff will work on preparing a preliminary budget for the BOC to review, and allow for adequate time for BOC and Tribal Council to review and approve the IHP.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:**

Staff presented financials as of June 1, 2020.

ii. **Monthly Report:**

Staff presented the monthly report for May.

iii. **Maintenance Report:**

Staff presented the monthly maintenance report for May.

F. **OLD BUSINESS:**

G. **EXECUTIVE SESSION:**

Richie Cline motioned to go into executive session at 5:19 pm, Christopher Aguirre seconded, and the motion carried 7/0/0.

(1) **COVID-19 Operational Procedures:**

Discussion regarding COVID-19 operation procedures. Consensus of the BOC to proceed with previously approved exterior rehabilitation and maintenance, and continue to limit interior rehabilitation to emergency repairs. The office will remain closed to the public until further notice. The office remains fully operational, processing of documentation electronically, by mail, and with the drop box. Social distancing and precautions will be practiced for anyone that staff meets with outside of the door. Operational guidance provided by the Tribe will be adhered to by staff, including temperature checks.

(2) **IHBG CARES:**

The director reported that a policy needs to be established for the low-income and non-low income emergency shelter program to be provided through IHBG CARES funding. Discussion on allowable uses of program. The director reported that staff would work on further developing policy language for consideration at next meeting.

(3) **XXS0416:**

The director reported that the previously approved notice was issued. Response letter from tenant was presented to the board.

(4) **XXG0203:**

The director reported that the housing rehabilitation applicant raised concerns regarding length of useful life/affordability period. Following correspondence and discussion, the applicant has requested to limited the scope of work and useful life period to five years. The director requested approval for a revised scope of work is the amount of \$19,987.80.

Elaine Fink motioned to approve the revised scope of work in the amount of \$19,987.80, Richie Cline seconded, and the motion carried 7/0/0.

(5) **XXH1027:**

The director report on the install of an above ground pool. Discussion of the BOC on allowability pursuant to the rental agreement.

Rich Cline motioned to allow the pool with waiver of liability, indemnification, maximum pool size, and insurance levels to be provided, Christopher Aguirre seconded, and the motion carried 4/2/1. Elaine Fink abstained. Director to email the BOC the waiver and other documentation once prepared.

Richie Cline motioned to come out of executive session at 6:08pm, Elaine Fink seconded, the motion carried 7/0/0.

H. NEXT MEETING:

June 17, 2020 at 5:00 pm via Zoom Meeting.

I. ADJOURNMENT:

Richie Cline motioned to adjourn at 6:09 pm, Christopher Aguirre seconded, and the motion carried 7/0/0.

MINUTES TRANSCRIBED BY:



Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 17th day of June 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 7 for, 0 against, and 1 abstaining.



Commissioner

6-17-2020

Date



Commissioner

6/17/2020

Date